



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Subject: **ACTION:** Use of Credit Card Checks

Date: May 10, 2000

From: Assistant Administrator for Financial  
Services/CFO; Director of Acquisitions,  
ASU-1

Reply to  
Attn. of:

To: Management Board  
Regional Administrators/Center Directors  
Heads of Offices and Services

Effective May 10, 2000, the Federal Aviation Administration (FAA) will no longer issue third party drafts, and FAA Order 2700.36, Third Party Draft Manual and FAA Order WA 2700.35, Third Party Draft System are cancelled. Specific guidance on eliminating third party drafts has been provided to third party draft officials.

In concert with the elimination of third party drafts, FAA has instituted credit card checks (referred to as convenience checks by financial institutions). As stated in memorandums dated April 7 and April 12, these checks are to be issued only under exceptional situations when other payment mechanisms are not possible.

This memorandum (along with the attachment) serves as interim policy guidance when issuing credit card checks. The final policy guidance will be coordinated by the Office of Acquisition and the Office of Financial Services, and will be incorporated into existing guidance.

If you have any questions, please contact Loretta Rollins, Travel & Payroll Services Branch, AFM-330, at (202) 267-7360, or Irene Amaker, Resource Management Branch, ASU-360, at (202) 267-7098.

Donna R. McLean

Gilbert B. Devey, Jr.

Attachment